



(Company No. 101067-P)

Our Ref: IIUM/205/G/4/1/1

Date: 2<sup>nd</sup> January 2009

All Deans / Directors/Chief Librarian  
Kulliyahs / Centres /Library  
International Islamic University Malaysia

السلام عليكم ورحمة الله وبركاته

**FINANCE DIVISION CIRCULAR NO : 2 YEAR 2009**

**REVISION ON FINANCIAL POLICY NO 6 ON DELEGATION OF  
SIGNING OF OFFICIAL DOCUMENTS.**

**1.0 OBJECTIVE**

- 1.1 The objective of this circular is to inform all Deans / Directors and all staff of the International Islamic University Malaysia on the revised decision made by the Standing Finance Committee in its meeting 03/2008 dated 19<sup>th</sup> November 2008 pertaining to the delegation of signing of official documents.

## 2.0 DECISION

- 2.1 The Standing Finance Committee 02/2008 dated 8<sup>th</sup> July 2008 has agreed to revise the Financial Policy No 6 on delegation of signing of official documents to specific officers:
- 2.2 However in the Standing Finance Committee no 3/2008 dated 19<sup>th</sup> November 2008, the Committee approved further amendments to activity number 1, 2 and 3 such that it should include all matters and not limited to equipment only.

No	Activity	Current Financial Limit	Current Authority	Proposed Financial Limit (RM)	Proposed Authority
1.	Signing of Agreement	No Limit	Rector delegated to Executive Director of Finance.	< 100,000  > 100,000	Head of Departments.  Rector delegated to Executive Director of Finance.
2	Signing of any other forms of contract with direct financial implications.	No limit	Rector delegated to Executive Director of Finance.	< 100,000  > 100,000	Head of Departments.  Rector delegated to Executive Director of Finance.

3	Signing of Rental Agreement	No Limit	Rector/Deputy Rector delegated to Executive Director of Finance.	< 100,000	Head of Departments.
				> 100,000	Rector delegated to Executive Director of Finance.
4	Signing of Canteen Agreement	No Limit	Executive Director of Finance	<100,000	Director of Student Affairs Division after approval from Facilities, Food and Services Management Committee.
				>100,000	Executive Director of Finance.
5	Financial loan /Assistance Agreement	No Limit	Executive Director of Finance.	<100,000	Deputy Rector Student Affairs.
				>100,000	Executive Director of Finance.

2.3 With the issuance of this circular, the policy number 6 of the Financial Policies and Procedures is revised accordingly with immediate effect.

### 3.0 IMPLEMENTATION

3.1 All Deans/Directors/Chief Librarian are kindly requested to take note on the circular and extend the information to relevant staff members at your Kulliyah/Centres/Divisions.

Your cooperation on the above matter is highly appreciated.

Thank you. *Wassalam.*



**AHMAD ZAILAN BIN SHAARI**  
Executive Director  
Finance Division,  
International Islamic University Malaysia.

c.c.            Prof. Dato' Dr. Syed Arabi Iddid  
                  Rector, IIUM

                  Prof. Dato' Dr. Md. Tahir Azhar  
                  Deputy Rector (Academic Affairs and Research)

                  Prof. Dato' Dr. Sano Koutoub Moustapha  
                  Deputy Rector (Internationalisation and Innovation)

                  Ustadh Hamidon bin Abdul Hamid  
                  Deputy Rector (Student Affairs and Alumni)